

**NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4822; DSN 853-4822
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 06-316T OPENING DATE: 14 SEP 2006 CLOSING DATE: 5 OCT 2006

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

SURFACE MAINTENANCE MECHANIC SUPERVISOR, WS-5801-10, TC70745000, E-9, WO1-CW4

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER (X) ENLISTED (X)

SALARY RANGE:
\$28.13 –\$ 32.80 PH

SUPERVISORY (X) MANAGERIAL ()
NON-SUPERVISORY/NON-MANAGERIAL ()

LOCATION OF POSITION:

FIELD MAINTENANCE SHOP #4, (FMS #4), PHOENIX, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (ARMY) National Guard and be able to qualify for the following AFSC/MOS/AOC/BRANCH:
WO: 913A, 914A, 915A,, 915E, 919A; ENL: 14J,14T, 88L, 88P, and CMF 63**

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard who are Warrant Officers or Warrant Officer Candidates in the grade of**

W0C-CW4 or Enlisted in the grade of E-9. Individual selected will receive an Indefinite Appointment and may be converted once the position is no longer encumbered. If a Permanent technician is selected, they will receive the appropriate temporary action. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: The Enlisted grade is restricted to E-9 to prevent grade inversion.

NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of the principles, procedures, and techniques used in the performance of vehicle and heavy equipment maintenance.
 2. Knowledge of modern diagnostic and test equipment to determine problems in electrical, hydraulic and engine systems.
 3. Ability to read and interpret manuals, work orders, schematics, and layouts for gasoline and diesel engines.
 4. Ability to estimate materials and manpower needs for specific jobs and maintain records and reports.
 5. Ability to communicate effectively both orally and in writing.
 6. Skill in using a computer for word processing, spreadsheet, and data base functions.
 7. Skill in the evaluation of direct support work requirements, coordination, sequencing and scheduling of actions.
 8. Knowledge of STAMIS systems to include ULLS-G, SAMS-1&2, SM3 and SARSS.
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SPECIALIZED EXPERIENCE: Must have 36 months experience which demonstrates the ability to plan, direct, and organize work assignments. Experience in reviewing work requirements and establishing priorities to meet deadlines. Experience dealing effectively with other people to gain their cooperation in achieving common goals. Experience in supervising or the potential to perform such duties as evidenced by the ability to communicate knowledge of general supervisory concepts, and knowledge of shop processes.

BRIEF JOB DESCRIPTION: This position is located at the Field Maintenance Shop #4 (FMS #4), Phoenix, AZ. The purpose of this position is to supervise workers directly or through subordinate leaders and/or supervisors in accomplishing work of the function. Plans work operations of great scope, complexity, and administrative authority. Plans use of subordinate workers, equipment, facilities, and materials on a week-to-week or month-to-month basis. Establishes deadlines, priorities, and work sequences, and plans work assignments based on general work schedules, methods, and policies set by the supervisor. Assigns tasks to be performed based on readiness and explains work requirements, methods, and procedures. Investigates work related problems such as excessive costs or low productivity and determines causes. Implements corrective actions with their authority to resolve work problems. Plans and establishes overall leave schedules. Determines training needs of subordinates and arranges for accomplishment. Sets performance standards, and makes formal appraisals of subordinate work performance. Performs non-supervisory work, such as transporting equipment, performing maintenance tasks, etc. Develops, publishes, and ensures employee compliance with standing operating procedures for the activity supervised. Implements and complies with agency, state, and federal regulatory Occupational Safety and Health, and environmental requirements. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. Performs other duties as assigned.

SELECTING SUPERVISOR: CPT KATHLEEN SPRINKLE